

EMS Provider Portal

Provider's Quick Guide

Introduction:

The Office has developed a new web interface—the **EMS Provider Portal**—for EMS Providers across the Commonwealth.

In an effort to reduce our impact on the environment and provide more timely access to data the Office of EMS is moving toward a “paperless office” as quickly as possible.

This portal will be a one-stop shop for EMS Providers to interact with the Office in real-time. The Provider Portal will be a secure, interactive location where you can update your address, telephone numbers and e-mail address.

In addition to these features, the EMS Provider Portal will provide you with links to your real-time OEMS CE Report, a new CE Summary Report and if applicable, a link to your Eligibility Letter. Other features and reports will be added as we move forward.

Once the new portal launches, the Office will deactivate the automatic printing of CE Reports and Eligibility Letters for initial testing. EMS Providers will become responsible to login to the portal in order to access this information.

Learning Objectives:

Learn how to:

- ✓ log onto the EMS Provider Portal
- ✓ learn how to change/update your contact information
- ✓ locate your CE Report and the new CE Summary Report

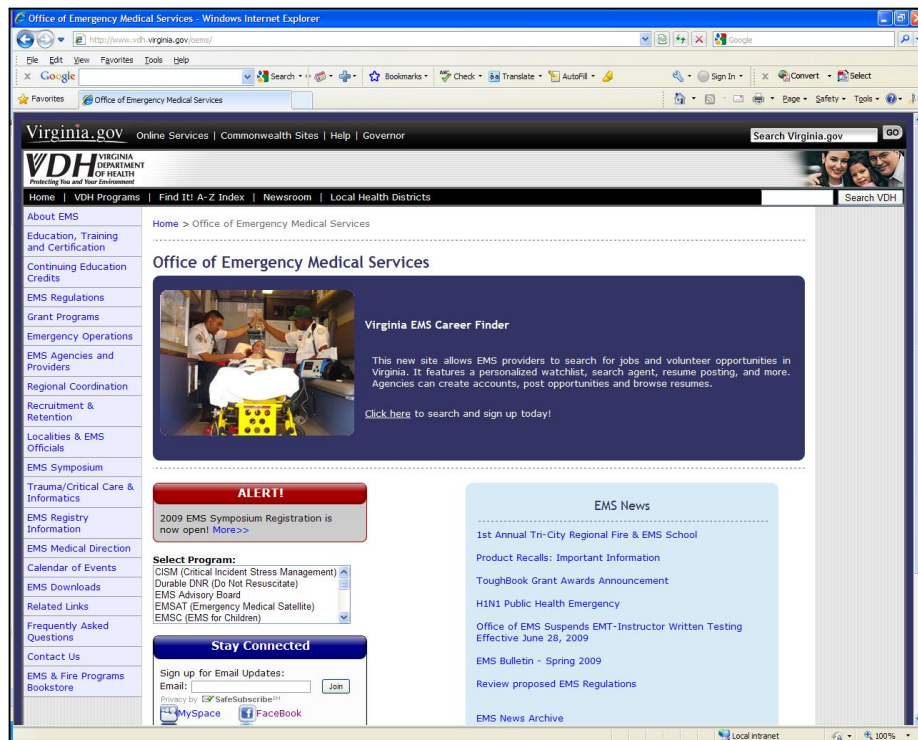


Browser Requirements	Operating Systems Supported
WINDOWS	WINDOWS
▪ Internet Explorer	▪ Windows 7
	▪ Windows Vista
	▪ Windows XP
MACINTOSH	MACINTOSH
▪ Safari	▪ OS X 10.2 or greater

Step 1

Locating the EMS Provider Portal

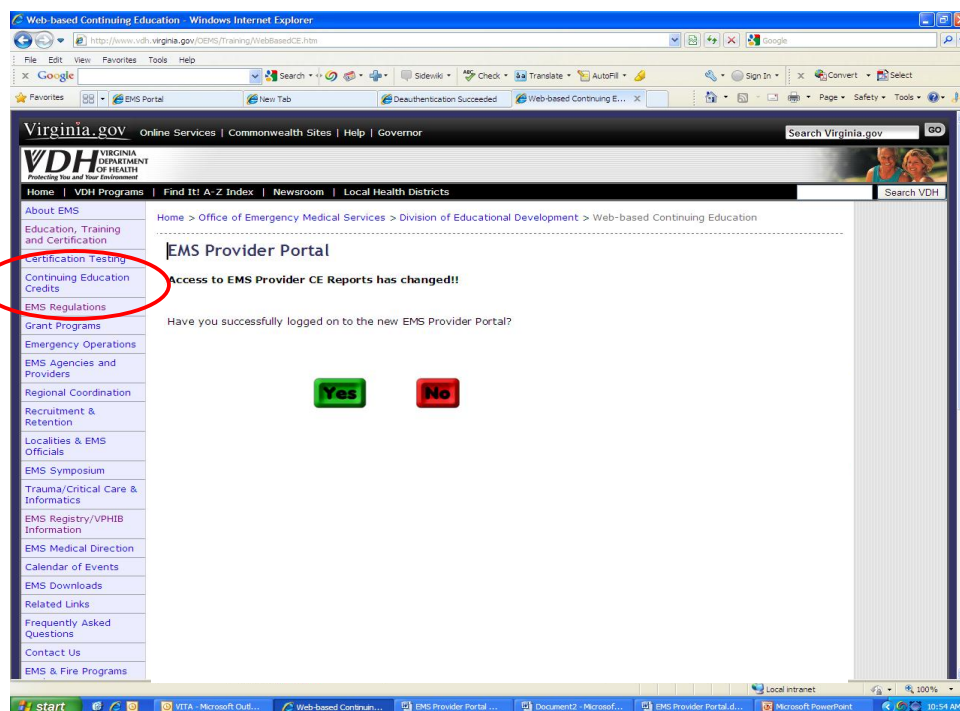
1. Open your web browser and type the following URL into the address bar:
 - a. <http://www.vdh.virginia.gov/oems>
2. Press **Enter** to load the OEMS home page. See below.



Step 2

Click on the link “Continuing Education Credits”

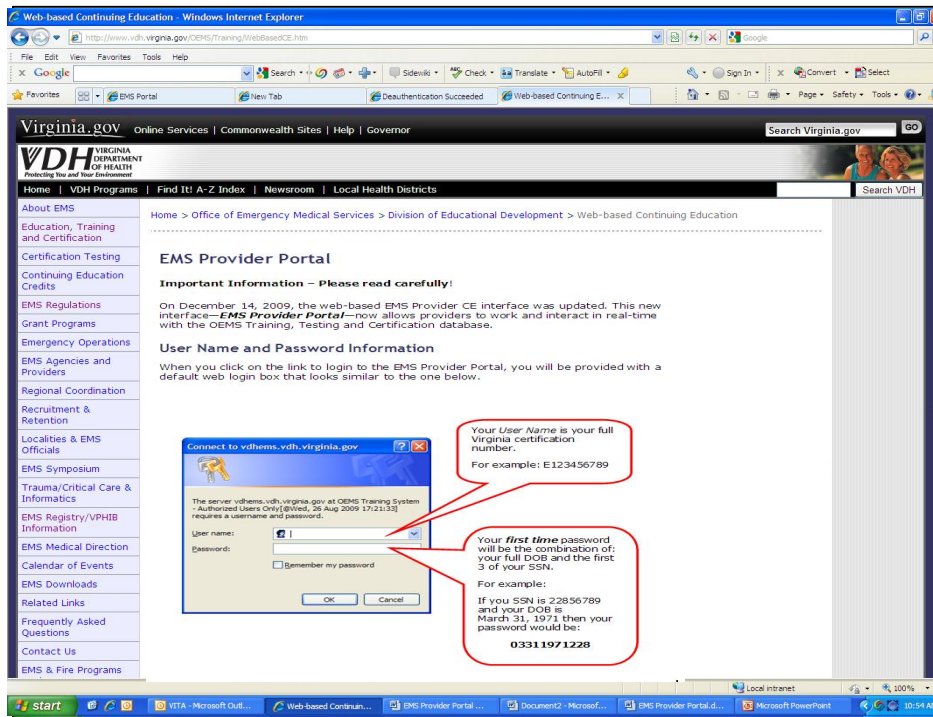
1. When you click on the link for “Continuing Education Credits”, you will be prompted with a page which will ask you if you have ever accessed the new system.
2. Click **NO** in order to learn about how to login to the new EMS Provider Portal.



Step 3

Login Details and Temporary Password for “First Time Login”

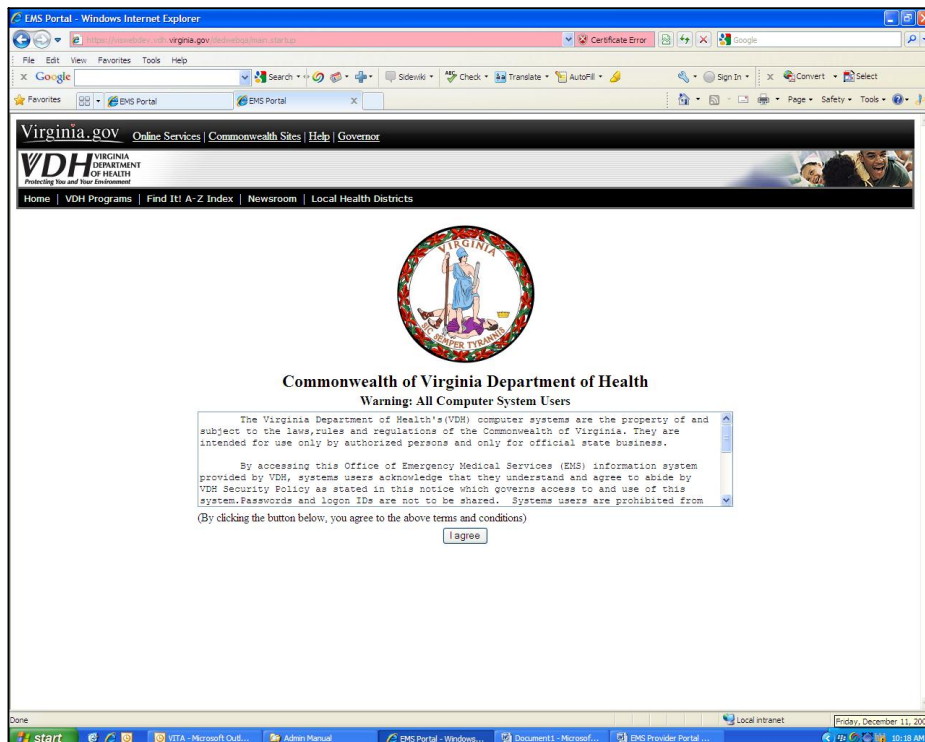
1. **CAREFULLY READ** the information on this page. Everything you need in order to successfully login to the new system is located on this page.



Step 4

Security Warning

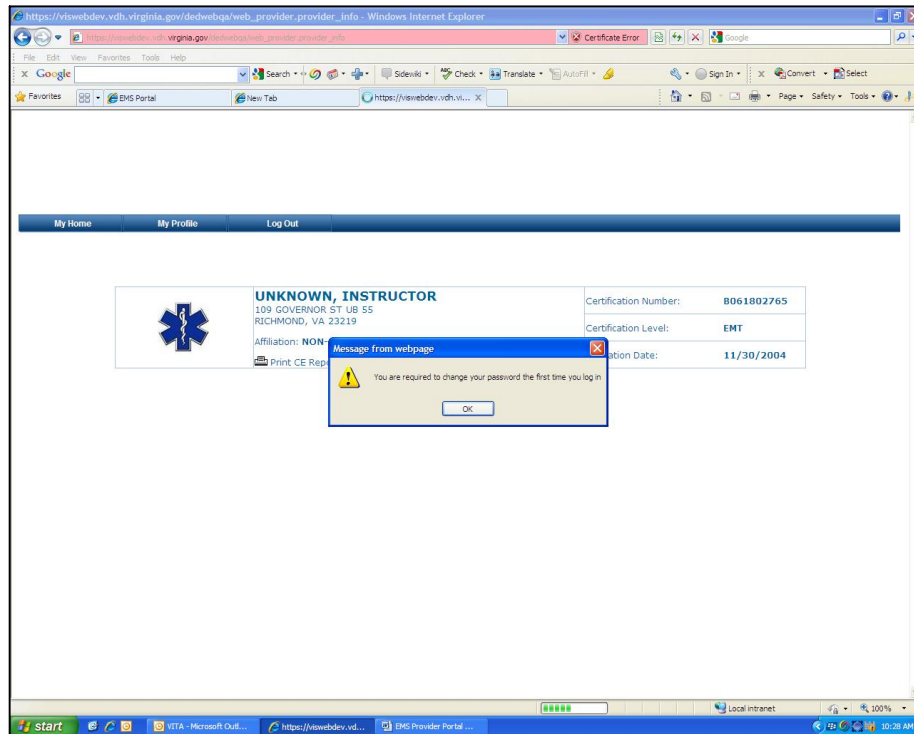
1. Immediately after logging in successfully, you will be prompted with a Commonwealth of Virginia Security agreement.
2. You must select 'I Agree' with the security notice in order to use this system.



Step 5

Required personal data update and “*Password Change*”.

1. Click “Okay”. The server will take you to the “My Profile” page to update your account information.



PLEASE READ THIS INFORMATION CAREFULLY!!!

When you first login to the EMS Provider Portal, you will be required to:

1. verify your address and update if necessary
2. provide at least two (2) telephone numbers
3. provide a valid e-mail address
4. select e-mail preferences
5. change your password, and
6. provide a security question and answer for easy password resets.

Once you have updated your account information, press the “Submit” button and you will then be taken to the default portal page.

Please note that from this point forward, you will be working in real-time with the Office of EMS servers and database. Changes that you make will take effect immediately.

EMS Portal - Windows Internet Explorer

https://vhemdev.vdh.virginia.gov/vhemdevhelp_instructor_update_user_profile

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

My Home | My Profile | Log Out

You are required to change your password the first time you log in.

EMS User Profile Update

Address Information

Name: UNKNOWN, INSTRUCTOR Certification Number: B061802765

Address Line 1: 109 GOVERNOR ST UB 55 **

Address Line 2:

City: RICHMOND ** State: VA ** Zip Code: 23219 **

Contact Information

Home Phone: (804) 864-7600 ** Business Phone: (804) 864-7600 **

Cell Phone: ** Pager Number:

Fax Number: ** Business Fax Number:

Email Address: TEST@GMAIL.COM **

Email Opt-in / Opt-out

☐ Opt(In/Out) All

Or choose the OEMS Divisions you wish to hear from:

☐ Training and Education ☐ Trauma and Critical Care

☐ Regulation and Compliance ☐ Public Relations

☐ Emergency Operations ☐ OEMS Administration

NOTE:
The Office of EMS respects your desire for privacy and the ability for you to control the communications that come from this office. Regardless of your selections above, the Office of EMS reserves the right to send e-mail communications that have been deemed emergent or are necessary in order for you to perform your roles with the Office.

Account Information

Security Question: 123 **

Security Answer: 123 **

New Password:

Confirm Password:

Passwords are REQUIRED to be at least 8 characters in length. They MUST also contain a minimum of 6 alphabetic characters and 2 numerals or special characters.

** = Required Fields * = A valid Home Phone or Cell Phone or Business Phone is required for contact information

Submit | Undo

For more close-up screenshots of the new EMS Provider Portal, please see the following pages.

Step 6

Forget your password??? Follow these directions to reset your password.

Password Retrieval Procedures

Important Information – Please read carefully

As a part of these changes, the Office implemented a new feature to allow instructors to retrieve forgotten passwords or reset a password.

By entering the link below and you will be redirected to the Password Reset function.

https://vdhems.vdh.virginia.gov/pls/ded/reset_password.startup

Image 1

Basic Navigation Points

The screenshot shows the Virginia Department of Health (VDH) website. The browser address bar displays the URL: https://viswebdev.vdh.virginia.gov/dedwebqa/web_provider.provider_info. The page features a navigation bar with links: [Home](#), [VDH Programs](#), [Find It! A-Z Index](#), [Newsroom](#), and [Local Health Districts](#). Below the navigation bar, there is a section for the provider's information, including a blue Star of Life logo, the name **UNKNOWN, INSTRUCTOR**, address **109 GOVERNOR ST UB 55 RICHMOND, VA 23219**, and affiliation **NON-AFFILIATED(00000)**. A table on the right shows certification details: **Certification Number: B061802765**, **Certification Level: EMT**, and **Expiration Date: 11/30/2004**. A callout box labeled "Menu Bar" points to the navigation bar. A callout box labeled "Real-time CE Report" points to the link [Print CE Report Summary | Detail](#). A callout box labeled "Provider Data Overview" points to the certification details table.

Menu Bar

Real-time CE Report

Provider Data Overview

Image 2

To get your CE Report – Click “Detail”

https://viswebdev.vdh.virginia.gov/dedwebqa/web_provider.provider_info - Windows Internet Explorer

File Edit View Favorites Tools Help



Google Search Sidewiki Check Translate AutoFill Sign In Convert Select

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH Protecting You and Your Environment

Home | VDH Programs | Find It! A-Z Index | Newsroom | Local Health Districts

My Home My Profile Log Out

	UNKNOWN, INSTRUCTOR 109 GOVERNOR ST UB 55 RICHMOND, VA 23219 Affiliation: NON-AFFILIATED(00000)	Certification Number: B061802765
	 Print CE Report Summary Detail	Certification Level: EMT
		Expiration Date: 11/30/2004

PRSWCP

start VITA - Microsoft Outl... EMS Provider Portal ... EMS Provider Portal.d... Microsoft PowerPoint ... https://viswebdev.vd... Local intranet 100% 12:55 PM

Image 3

Your CE Report will generate real-time in a New Window

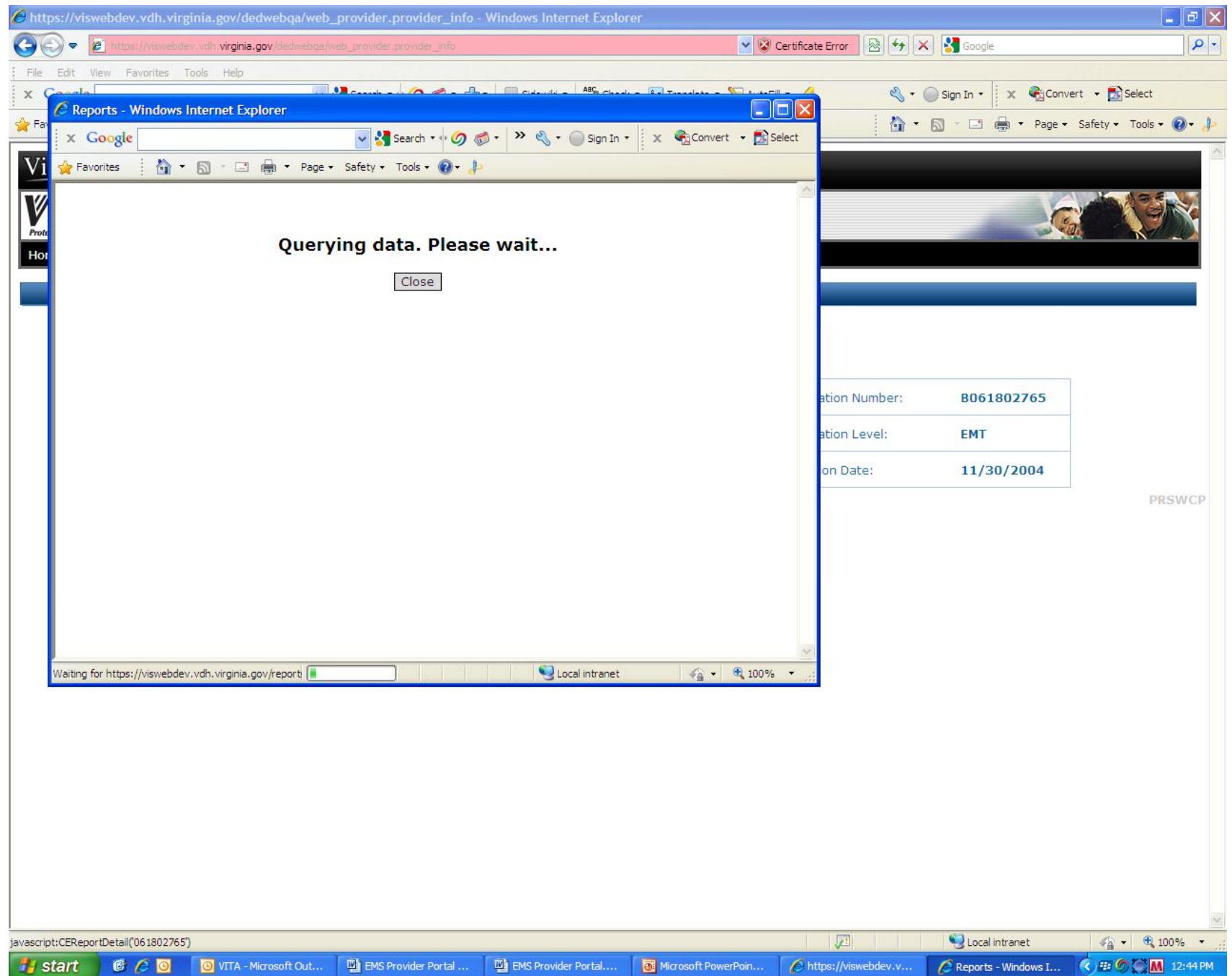


Image 4

You CE Report will display in 10 to 30 seconds

11-DEC-2009

Virginia Department of Health
Office of Emergency Medical Services
Technician Continuing Education

EMST06D

Agency: NON-AFFILIATED
109 GOVERNOR STREET UB 55
RICHMOND VA 23219

Name: INSTRUCTOR UNKNOWN
109 GOVERNOR ST UB 55
RICHMOND VA 23219

Certification Number : B061802765
Level : EMT
Expiration : 30-NOV-2004

Level: B EMT EMERGENCY MEDICAL TECHNICIAN 36.0 Hours Required

Topic	Description	Required Hours	Hours Taken	Class Date
Category: 1	REQUIRED	24.0		
Area: 02	PATIENT ASSESSMENT	3.0		
* 01201	PATIENT ASSESSMENT BLS CE-1		1.0	04-JUL-2002
* 01201	PATIENT ASSESSMENT BLS CE-1		1.0	29-JUL-2003
* 04055	HAN-211 CADAVER LAB		1.0	08-NOV-2003
			3.0	
Area: 03	AIRWAY MANAGEMENT	3.0		
* 01301	AIRWAY MANAGEMENT BLS CE-1		1.0	02-MAY-2002
* 04029	AIR-105 GADGETS, WIDGETS & THINGS THAT GO BEEP		0.5	07-NOV-2003
* 04038	AIR-114 DOPE: JUST SAY YES!		1.5	08-NOV-2003
			3.0	
Area: 04	TRAUMA EMERGENCIES	4.0		

Done

Local intranet

100%

start

VITA - Microsoft Out...

EMS Provider Portal ...

EMS Provider Portal...

Microsoft PowerPoin...

https://viswebdev.v...

Reports - Windows I...

12:45 PM

Image 5

You can also run a *new CE Summary Report* which will help you determine your needs at a glance!!

December 11, 2009

Virginia Department of Health
Office of Emergency Medical Services
Technician Continuing Education

Agency: NON-AFFILIATED
109 GOVERNOR STREET UB 55
RICHMOND VA 23219

Name: INSTRUCTOR UNKNOWN
109 GOVERNOR ST UB 55
RICHMOND VA 23219

Certification Number : B061802765
Level : EMT
Expiration : 30-NOV-2004

Level: B EMT EMERGENCY MEDICAL TECHNICIAN

	Description	Minimum Hours	Maximum Hours	Hours Taken	Hours Remaining
Category: 1	REQUIRED				
Area: 02	PATIENT ASSESSMENT	3.0	3.0	3.0	.0
Area: 03	AIRWAY MANAGEMENT	3.0	3.0	3.0	.0
Area: 04	TRAUMA EMERGENCIES	4.0	4.0	4.0	.0
Area: 05	MEDICAL EMERGENCIES	4.0	4.0	4.0	.0
Area: 06	INFECTION CONTROL / BSI PROCEDURES	2.0	2.0	2.0	.0
Area: 07	LEGAL AND ETHICAL ISSUES	1.0	1.0	1.0	.0
Area: 08	INFANTS AND CHILDREN	2.0	2.0	2.0	.0
Area: 09	SKILLS REVIEW	3.0	3.0	3.0	.0
Area: 10	AUTO EXTERNAL DEFIBRILLATION	2.0	2.0	2.0	.0

8061802765

EMT

11/30/2004

PRSWCP


Image 6

SECURITY WARNING!! – Please remember to LOGOFF the application when you are through.

The screenshot shows a web browser window displaying the Virginia Department of Health (VDH) EMS Provider Portal. The page header includes the VDH logo and navigation links. The user profile section shows the name 'UNKNOWN, INSTRUCTOR' and a 'Log Out' button. A green callout box on the left and a light blue callout box on the right provide security reminders.

Reminder: If you do not logout of the EMS Provider Portal, other persons using the computer you were on could change your personal data, password, security question etc

Please don't forget to Logout!

	UNKNOWN, INSTRUCTOR 109 GOVERNOR ST UB 55 RICHMOND, VA 23219 Affiliation: NON-AFFILIATED(00000) Print CE Report Summary Detail	Certification Number: 8061802765
		Certification Level: EMT
		Expiration Date: 11/30/2004

PRSWCP

Image 7

Added layer of security...knowing we all “forget from time to time”...the app will automatically log you off after 15 minutes of inactivity.

